

EDUCATIONAL REGISTRY APPLICATION (ERA)

Educational Registry Application maintains information on DOE divisions, offices and staff. This application also maintains data for division and school administration, superintendent, superintendent's designee, principal, central office staff, school calendar, school programs, paired schools, division contacts, and triennial census counts.

The information collected within ERA is the Department of Education's official means of identifying schools for *No Child Left Behind Act of 2001* (NCLB) reporting, accreditation, assessment, mailings, contacts for Web-based data submissions, and the *Virginia Educational Directory*.

SSWS Admin is the tool used to grant users access to the various applications, reports and data collections available via SSWS.

The Educational Registry Application (ERA) and Single Sign-on for Web Systems (SSWS) Admin application are now fully integrated applications.

Integrating ERA and SSWS Admin provides for greater flexibility in granting school personnel division-level access for some applications and school-level access for others.

CONTACT US:

Educational Applications
Office of Educational Information Mgt
Virginia Department of Education

PHONE:

(804) 786-3112 (option 6)

FAX:

(804) 786-0101

EMAIL:

ResultsHelp@doe.virginia.gov

WEB:

[Educational Registry Application](#)

MESSAGE BOARD:

New Feature – Coming Soon

ERA Instructions

(-)Division

Details

Address

Designees

Calendar

SOL Testing Window

Paired Schools

Other Academic
Indicator

(-)School

Details

Focus Area

(-)Staff

Details

Application Contacts

Point of Contact

Verification Report


User Information

Jennifer Aniston
super208

Jefferson County
(208)

Local SSWS Admin

Rory Gilmore
(804) 639-2100

 E-Mail



QUICK REFERENCE GUIDE

Authorization must be signed and affixed with board seal

Designees

* represents required field

Name	Job Category	Area of Responsibility	Expiration
Pamela Beasley		Senior Director	Delete

Find Designee(s)

Last Name:

Job Category:

[Print Authorization Of Signatures Report](#)

Calendar

Total Days Planned: Summer School Offered?: ☐ Y ☐ N

Session Days Elementary Actual: Session Days Second Actual:

Date Formats are MM/DD/YYYY

Opening Date:

Winter Break Begins: To:

Second Semester Begins:

Earliest Fall Graduation Date:

Earliest Spring Graduation Date:

Earliest Summer Graduation Date:

Spring Break From: To:

Closing Date:

Division

NEW FEATURE: Division-wide SOL testing windows are collected here.

SOL Testing Window

Sol Test Window Type	Begin Date	End Date
Fall Grades 6-8 NonWriting Testing	<input type="text" value="11/15/2007"/>	<input type="text" value="11/17/2007"/>
Fall End-of-Course Testing	<input type="text" value="11/15/2007"/>	<input type="text" value="11/17/2007"/>
Fall Term Graduates Testing	<input type="text" value="11/15/2007"/>	<input type="text" value="11/17/2007"/>
Spring End-of-Course Testing	<input type="text" value="05/19/2008"/>	<input type="text" value="06/13/2008"/>
Spring Term Graduates Testing	<input type="text" value="05/19/2008"/>	<input type="text" value="06/13/2008"/>
Summer Grade 8 Reading and Math Testing	<input type="text" value="07/25/2008"/>	<input type="text" value="08/15/2008"/>
Summer End-of-Course Testing	<input type="text" value="07/25/2008"/>	<input type="text" value="08/15/2008"/>
OPTION 1 Spring Grades 3-8 NonWriting Testing	<input type="radio"/> 04/14/2008-05/09/2008	
OPTION 2 Spring Grades 3-8 NonWriting Testing	<input type="radio"/> 05/05/2008-05/30/2008	
OPTION 3 Spring Grades 3-8 NonWriting Testing	<input type="radio"/> 05/19/2008-06/13/2008	

NEW FEATURE: To set the Superintendent, select the superintendent from the active staff on the Staff Details window then choose "Superintendent" for the Job Category.

* represents required field

Superintendent Details

Name: Dr. Jennifer Aniston

E-mail:

Phone:

Fax:

Division Details

Division Number: 208

Name: JEFFERSON COUNTY

Long Name:

Ed Agency:

Regional:

Address

Mailing Address:

Street Address:

134 Festival Way
Richmond, VA, 23932

7718 Blue Cedar Dr
Chesterfield, VA, 23832

NEW FEATURE: To add an address to the dropdown list, save it on the Address window first.

Address 1	Address 2	City	State	Zip
5801 Madison Heights		Ruraltown	VA	23866
7619 Hancock Farm		Chesterfield	VA	23832
7718 Blue Cedar Dr		Chesterfield	VA	23832
134 Festival Way		Richmond	VA	23932
			VA	

Schools that do not offer SOL tests	Paired School that offers SOL tests
Committee of Five Primary School	<input type="text" value="Declaration Of Independence Elementary School"/>

Viewable only when applicable

NEW FEATURE: Moved to ERA from End-of-Year Miscellaneous Stats. A separate verification report is required

Institution Name

LOUISIANA PURCHASE MIDDLE

SPRESSO MIDDLE

COMMITTEE OF FIVE PRIMARY

DECLARATION OF INDEPENDENCE ELEM

Other Academic Indicator

HISTORY

ATTENDANCE

SCIENCE

WRITING

NEW FEATURE: Choose a school from the dropdown list.

SCHOOL

NEW FEATURE: To set the Principal, select the principal from the active staff on the Staff Details window then choose "Principal" for the Job Category.

NEW FEATURE: Data that appears gray is updated by the DOE. Other data fields can be updated by the Divisions.

As with the former School and Staff Administration collection, it is **IMPORTANT** that all contact data within ERA be kept **CURRENT**.

ERA Instructions
(+)Division
(-)School
Details
Focus Area
(+)Staff
Verification Report

School Selection
Name: Louisiana Purchase Middle School(30)

Principal Details
Name: Mr. Richard Belding
E-mail: rbelding@jcps.k12.gov

School Details
Institution Id: 6284
School Number*: 30
Institution Name*: LOUISIANA PURCHASE MIDDLE
Long Name*: Louisiana Purchase Middle School
NCES School Number:
Career Switcher Eligible:
Accreditation:
Operation:
Operation (MM/DD/YY):
City: Frenchton

Mailing Address
Address 1: 6566 Purchase Ave
Address 2:
City: Frenchton

Street Address
Address 1: 6566 Purchase Ave
Address 2:
City: Frenchton
State: VA
Zip: 21165
Save Cancel

SCHOOL ADDRESSES: Unlike Division and Staff addresses, School addresses are entered in the School Details window.

School Selection
Name: Louisiana Purchase Middle School(30)

Assigned	Focus Area	Assigned	Focus Area
<input type="checkbox"/>	21st CCLC	<input type="checkbox"/>	PASS-Model II
<input type="checkbox"/>	Adult/Continuing Education	<input type="checkbox"/>	PASS-Model III
<input type="checkbox"/>	Alternative Education	<input type="checkbox"/>	PASS-Model IV
<input type="checkbox"/>	Charter	<input type="checkbox"/>	Pre-School Care
<input type="checkbox"/>	Even Start Program	<input type="checkbox"/>	Reading First
<input type="checkbox"/>	General Education	<input checked="" type="checkbox"/>	Remedial Program
<input type="checkbox"/>	Governor	<input type="checkbox"/>	School-Age Care
<input checked="" type="checkbox"/>	Head Start Program	<input checked="" type="checkbox"/>	Special Education
<input type="checkbox"/>	IB Program	<input type="checkbox"/>	Talented/Gifted Program
<input type="checkbox"/>	Limited English Proficiency	<input type="checkbox"/>	Technical Prep
<input type="checkbox"/>	Magnet/Specialty Center	<input type="checkbox"/>	Title I - School Wide Program
<input type="checkbox"/>	Migrant	<input type="checkbox"/>	Title I - Targeted Assistance
<input type="checkbox"/>	PASS-Model I	<input type="checkbox"/>	Vocational Education

Save Cancel

NEW FEATURE: Focus Areas with white check boxes can be updated by the Division. The DOE will update the gray boxes.

STAFF

NEW FEATURE: Click here to find active staff. Select NEW to add a new staff.

NEW FEATURE: Use the Job Category of "Superintendent" or "Principal" to designate which staff members hold those positions.

Staff Details

Active Staff: Stabler, Elliot Inactive Staff:

Staff Information

Prefix: Mr.

First Name*: Elliot

Middle Name:

Last Name*: Stabler

Suffix:

Employment Status: ☒ Active ☐ Not Active

EA Central Office Staff Flag: ☒ Y ☐ N

Instructional Staff Flag: ☐ Y ☒ N

School: Division Level

Job Category*: Security Manager

Job Title:

E-mail*: elliott.stabler@jefferson.co.edu

Phone Number*: 804 639 2100

Phone extension:

Designated Application Program Contacts				
Application Program	Name	Phone	Ext	Reassign
Accreditation	Beasley, Pamela	(804)639-2011		Reassign
Discipline, Crime and Violence (DCV)	Gilmore, Rory	(804)639-2100		Reassign
Educational Registry Application (ERA)	Rush, Lily	(884)332-1568		Reassign
Gifted Education	Rush, Lily	(884)332-1568		Reassign
Application Programs that Require Contacts to be Designated				
Application Program	Assign			
Academic Year Governor's Schools (AYGS)	Assign			

Application Program	Name	Phone	Ext	Reassign
Division Director of Testing	Gilmore, Rory	(804)639-2100		Reassign
Re-enrollment Coordinator	Aniston, Jennifer	(804)639-2097		Reassign
SSWS Account Manager	Gilmore, Rory	(804)639-2100		Reassign
Application Programs that Require Contacts to be Designated				
Application Program	Assign			
504 Coordinator	Assign			

ERA Instructions

(-)Division

(-)School

(-)Staff

Details

Application Contact

Point of Contact

Verification Report

NEW FEATURE: A program will appear in Application Contacts if the program has an SSWS application for data submission, entry or reporting. The Point of Contact window contains all the contact areas that do not have an SSWS application.

As with the former School and Staff Administration collection, it is **IMPORTANT** that all contact data within ERA be kept **CURRENT**.

User Login: safety1st

SSWS Email Address: elliott.stabler@jefferson.co.edu

Confirm SSWS Email Address: elliott.stabler@jefferson.co.edu

Account Blocked: ☐

Save Cancel Reset Password Update Permissions

NEW FEATURE: This information and the Update Permissions button are only available if the user can also grant SSWS access to other users.

NEW FEATURE: This application is fully integrated with the **EDUCATIONAL REGISTRY APPLICATION (ERA)**. If a user has privileges for ERA and SSWS, granting access to other users can be done in either application.